

Technology Plan

**Otterville R-VI School District
100 Spring Street
Otterville, MO 65348
(660) 366-4621 (660) 366-4293**

**Revised & Board Approved
March 2002**

Committee

Technology Committee

The goal of the technology committee will be to establish a plan by which technology will be available to the students and staff, implemented into the curriculum, purchased and maintained in an adequate manner and reviewed annually by the Board of Education. This technology plan will be submitted to the state for approval on a three to five year basis according to state specifications for funding programs.

The technology committee for Otterville R-VI School District was selected by asking individuals if they would be committed to helping the students, staffs and community by serving on this committee. Individuals were asked to serve who represented a wide array of populations within our school and community. The number of businesses in the community are small, however, these members often support the various school functions in any way possible.

Due to the smaller size of our school district and closeness of the community working with the school, individuals of the committee often discuss issues and concerns about technology in informal settings. The administration is always available to communicate concerns as well as relay positive happenings related to the technology field. A formal technology meeting is planned for once a school year to discuss any issues needed. Meetings will be held in the library and planned for various times to accommodate various individual's schedules.

The technology committee will have access to information relating to all areas concerning technology. Policies and procedures will be examined yearly for any necessary updates. The committee will be kept informed of any changes that must be made for legal issues and compliances. Current issues and standards on state and national levels will also be addressed. The committee will be informed of planned purchases, funding sources and availability as well as the long and short-term goals of the technology department.

The technology coordinator serves as the facilitator of the technology committee and oversees the technology plan's development and implementation. The Superintendent will also serve as a facilitator to explain and discuss funding issues, legal issues, building and district responsibilities and other related information. The staff members will have the input needed from the teachers perspective and the students will provide this information from the student population. Community and business members will be able to tell the school what skills and expectations they want to see in students graduating from our district. Technical advice will be received from the computer business the district does a great deal of work with in order to provide the best equipment, service and repair. The technology plan is for the district to follow as it's guide. The written plan will be given to all staff members, board of education members and available to anyone in the district who requests to see it. A copy is also on file in the library.

Elementary Student Count 137
 Junior High Student Count 49
 High School Student Count 82

K-12 housed in 1 building
 Certified Staff Count 30
 City Population 510

Technology Committee

Committee Member	Position Held	Group Representing	Contact Number	Addresses Technology Focus Area
Rhonda Meyer	Superintendent	Administration, MSIP, CSIP	660-366-4421	1,3,5
Diedrick Kahrs	Elementary Principal	Administration, Booster Club	660-343-5722	1,2,3
Becky Chancellor	Technology Coordinator	Technology	660-827-2298	1,2,3,4,5
Lori Jobe	K-12 Art Teacher	Professional Development Committee	660-834-3647	1,2
Reva Woodward	K-12 Librarian	Library Media Center	660-826-2106	1,2,3,4
Dan Vermillion	Industrial Technology Teacher	High School Staff and CSTA	660-886-7377	1,2,5
Trevor Bell	Student	High School Population	660-827-5537	1
Becky Reed	Junior High Teacher	Junior High Staff	660-827-1226	1,2
Jacob Nolting	Student	Junior High Population	660-368-4102	1
Jennifer Humphrey	Sixth Grade Teacher	Elementary School Staff Curriculum Committee	660-366-4220	1,2
Brooklyn Fry	Student	Elementary Population	660-366-4348	1

Elementary Student Count 137
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Technology Committee

Committee Member	Position Held	Group Representing	Contact Number	Addresses Technology Focus Area
Rita Fry	Parent	CSIP Committee and Community	660-366-4348	1,4
Traci Castle	Parent	Chamber of Commerce	660-366-4241	1,4
Helen Seifert	Parent	Senior Citizens Group	660-366- 4716	1,4
Laurel Holem	Parent	American Legion Group	660-366-4787	1,4
Dawn Twenter	School Board Member	Community and School	660-366-4362	1,2,3,4
Murlin Lange	Computer Business Owner	Technology Consultant	660-827-6868	4,5
Jeff McIntyre	Support Staff	Building Maintenance	660-366-4797	5

District's Education

Technology Mission

Statement

District and CSIP Mission Statement

The mission of the Otterville School District R-VI is to prepare individual students for responsible citizenship in our ever-changing global society by promoting full academic, personal, physical, and career development, enabling each learner to gain skills which can be used in assisting society toward solving future problems.

Technology Mission Statement

Otterville School's Mission is to incorporate appropriate, adequate, and up-to-date technology into the educational environment as an ongoing process. Students and staff will develop competency in the use and application of the various technology tools to which they have access. Technology will be used as a resource to improve student achievement by integrating it into curriculum, school management and classroom instruction.

Technology Vision Statement

The Otterville School District believes it is our responsibility to prepare our students for an emerging technological society. We must provide the educational program that will prepare students to function in a world that uses state of the art technology. It is our belief that to be successful, both student and teacher need to develop competency in the use and applications of the available technology.

We must be visionary in our application of knowledge, technology, and educational methods. Therefore, the students and staff at Otterville School will have access to and knowledge of technology skills needed in modern society. We will strive to maintain current and adequate equipment with availability to students and staff being the main focus. They will be given opportunities to explore, investigate, analyze, create, design and evaluate issues using the tools of technology the district can provide. With the use of technology, communication and productivity will improve between students, staff, and the community. Our evaluation will be achieved as students move into the working community as productive contributors because they have acquired these skills.

District Technology Goals

Technology is changing the world at an ever-increasing pace. In today's world, technology is an integral force in almost every occupation. It is necessary that students learn to interact with a computer and become familiar with its many possibilities.

Students are already aware of the existence of computer technology and some are proficient in several areas. This has become possible due to the increase in availability and decrease in the cost related to computer technology. It is important to teach students how to use more than the technology tool of computers. It is imperative that we, as the educational institution, prepare them for a wide vast of technology tools that will be not only in their immediate future but also what is beyond the school setting.

To satisfy our district mission statement: *to prepare individual students for responsible citizenship in our ever-changing global society*, we have set the following technology goals:

- Enable students to use technology as a learning tool.
- Enable students to use technology to acquire and manipulate information.
- Provide appropriate technologies to students at every grade level.
- Provide students with the opportunity to explore and experience existing and emerging technologies.
- Provide up-to-date technologies in sufficient quantities for all students and staff.
- Provide adequate background in technology-based applications so that the students will be able to use these applications in the adult world.
- Provide adequate background training and encouragement to allow the staff to effectively use available technologies.

- Provide opportunity for public awareness of the need for and uses of technology in the school environment.
- Integrate technology into all areas of the curriculum.
- Provide students and faculty access to the resources available through the Internet.

District Technology Competencies

At the present time, our school district does not have the capabilities to offer computer classes to all students as an individual discipline. Quantities of computers are located in individual classrooms and library settings. Unfortunately this type of arrangement prohibits us from teaching computer technology with the capacity to allow for individual evaluation but does allow teachers and staff to offer computers to students through out the day, as they are needed.

All students and staff should develop the following technology competencies. These will be accomplished through the required coursework for students at Otterville School. These competencies will be used as part of the evaluation of our technology program.

- Be able to properly complete assignments using a word processing system.
- Be able to retrieve information from electronic databases.
- Be able to log on and off the district network.
- Be able to operate software programs of choice on a personal computer.
- Be able to communicate with others using technology.
- Be able to search the library electronic card catalog.
- Be able to create multimedia presentations.
- Be able to interact with and acquire information from wide area networks such as the Internet.

Evaluation of these competencies will be evident as part of each assigned project.

Current Technology

The Otterville School District has selected to maintain an IBM compatible hardware environment as its base platform. All of the computer workstations in our district use either a Windows 95 or 98 operating system. We believe this type of environment is not only the most popular but also what our students will be required to know how to operate in their future.

Accessibility is one of the priorities of our technology program. All of the computer workstations are connected to the Internet. Our network is connected by a dedicated T-1 connection through the MOREnet program. We use dedicated IP addresses for the computers. Otterville School has a district-wide 10/100-based Ethernet network system. The network has one server located in the Title 1 Room. The T-1 Internet connection comes into this room and is connected to the router via a Motorola CSU/DSU. The router then connects to the network via a mounted hub. There are two 24-port hubs mounted in this room, one 24-port switch mounted in the business room with a repeater and one 24-port hub mounted in a maintenance closet.

Wiring in the building is shielded Category 5 and runs to closest hub or switch. Each classroom has multiple network drops. Each drop goes directly to a specific computer and configured for network use. Most wiring is placed in a protective casing to eliminate exposure to outside elements. Accommodations have been made in each classroom to support up to four computers. In the business room, there are a total of twenty computers. Each of the two administrative offices has two computer workstations. The library has two computers for student and staff use and one computer is located in the lunchroom to run the automated lunch program.

All of the classrooms have permanently mounted color televisions sets with VCRs for video usage. Teachers use this equipment as needed. There are two televisions on mobile carts that can be moved to any location in the building that can be checked out from the library as desired. The Student

Council has purchased many of these televisions as their community project for the last several years. The district also has the DirecTV system that is used for classroom correspondence as well as recording desired programming. The district purchased the equipment with video monies under commercial status and receives free programming. The school also has a satellite antenna that is connected to a television in the library for program recording.

Telephones are located in the Administrative offices, the Counselors' office, Title 1 room, Library, Kitchen, Nurse's office, Special Education classroom, and the Technology office. Students have access to a public telephone in the hallway for free local calling. Those classrooms without a telephone have an intercom device that pages directly into the administrative offices.

Other technologies that the school uses include a digital camera, LCD projector and computerized sewing machine. A security camera is located in the hallway and the viewing monitor is in the high school principal's office. Each of the administrators carries a cellular telephone. Cellular telephones are also located on each bus. A Fax machine is located in the Superintendent's office. Four copy machines are located throughout the building for student and staff use.

Administrative Tools

The administration at Otterville School used the Lemberger software packages. This includes the following programs:

- Student Records
- Accounting
- Food Services
- Grade Book

The Superintendent uses the Budget Plus software program for fiscal management. Computerized library services are maintained with the use of the Spectrum software. This program records all activity involved with district's library material.

Communication Tools

An Internet service provided by MOREnet connects all computers in the Otterville School District to the World Wide Web. All students and staff have access to email accounts with the use of the free provider, Goggle. Novell Netware 4.11 is installed on the district server to provide Intranet services.

Technology Training

Otterville School provides technology training to staff members in various ways. The Professional Development Committee encourages in-house training to meet the identified needs of the district. The technology coordinator provides sessions dealing with technology issues in large group settings and also on a one to one basis when individuals need information. The PDC also encourages staff members to seek outside training from conferences and meetings by providing an amount of

money to pay for costs, which is available to each certified staff member. Outside sources are brought in for in-service purposes also. The district has utilized the STARR program, the Regional Professional Development Committee, and other organizations to provide training dealing with technology.

A needs assessment is performed yearly to gather information on what technology equipment, topics and issues the staff wants. This information is used to schedule training and to plan for equipment acquisition. It is also used as a guide to determine the amount of use existing equipment is getting from students and staff.

Technology Training for 2001-02

Four sessions have been planned for this school year according to the needs assessment taken by the Professional Development Committee. These sessions are held after school throughout the year. The topics to be covered are:

- Power Point
- Creating Charts and Graphs
- Using Other Features of Word
- How to Implement the Grade Book Program

Computer Maintenance

Otterville School owns all of the technology tools in the building with the exception of the five copiers. The copiers are leased with a maintenance agreement for service from the company.

Repairs to equipment are handled in different ways. Maintenance repairs are attempted in-house first by the technology coordinator. An outside vendor is used for all repairs beyond the

technology coordinator's ability. When this becomes the course of action, most work is completed on site. On occasion, equipment is removed from the building to make necessary repairs. Repairs are made on an as needed basis.

Maintenance /Repair/ Replace

Otterville School's maintenance plan for technology is based on an as-needed policy. All repairs are evaluated as cost efficient compared to cost replacement. The decision to repair or replace is recommended by the technology coordinator to the Superintendent who then makes the final decision on each individual basis. All repairs are attempted to be completed in-house by the technology department. If the technology department cannot accomplish repairs, equipment is then taken to an outside vendor for the necessary repairs. A system of maintenance requests is maintained to track equipment's effectiveness. The technology department and administration prioritize all maintenance requests.

Otterville School does not have a planned schedule for replacing antiquated equipment. All equipment is updated, as funding is available. Equipment is repaired and updated to keep it operating correctly.

The same outside vendor has been used for the past four year to order new equipment. The standards for equipment are determined according to its intended purpose. All new equipment standards need to be compatible with our current network system.

Current Technology

Raw Data

Raw data from the following resources was collected and used.

MO DESE

- Missouri School Improvement Program
 - 2001 MSIP Summary Data For Performance
- The Missouri School District Computing Census
- Evaluation Conducted That Includes Consideration Of The TLCF.
- State Strategies For Financing Educational Technology
- Monetary Funding
- In-Kind Support
- Missouri Educational Technology Goals And Benchmarks

Otterville R-VI Technology Needs Assessment Survey

- Student Use Of Technology
- Self-Evaluation
- Staff Use Of Technology
- Self-Evaluation Rubrics

Otterville Policies and Procedures pertaining to

- Student Internet Acceptable Use Policy
- Faculty Internet Acceptable Use Policy
- Copyright Warning Notice
- Quick Facts About Video Copyright
- Guidelines To Video Off-Air Recording
- District Filtering Policy
- Inventory
 - I-TV Equipment Inventory
 - Current Inventory Of Software Programs
 - Current Inventory Of Software Programs
 - Current Inventory Of Software Programs
 - Current Inventory Of Other Types Of Technology
 - Current Inventory Of Other Types Of Technology
- Otterville R-VI School Districtk-6 Computer Curriculum Guide
- Otterville R-6 School PDC Needs Assessment 2000 - 2001
 - Evaluation For Technology In-Service
 - Otterville R-VI Technology Report
 - Equipment / Software Check Out Request
 - Otterville R-Vi Technology Report Maintenance Schedule
- Otterville R-VI Comprehensive School Improvement Plan
- Otterville R-VI Technology Coordinator Job Description

Analysis of Current Technology Raw Data

- 1. Student Learning**
- 2. Teacher Preparation and Delivery of Instruction**
- 3. Administration/Data Management/Communication Process**
- 4. Resource Distributions and Use**
- 5. Technical Support**

Analysis of Current Raw Data

Section C and D				
Student Learning				
#	Data Examined	Strength or Weakness	Results	Technology Implications for District
SL 1	Equipment Inventory, Student/Staff Survey, Census of Technology	Strength	A large quantity of equipment is available to students.	Student learning is enhanced by the accessibility of technology.
SL 2	Policies, Procedures, CIPA Guidelines	Strength	All appropriate policies are in place. Internet policy, copyright agreement, etc. do follow government expectations.	Student learning is not compromised due to lack of district responsibility for technology instruction.
SL 3	Software Inventory, Student/Staff Survey	Strength	A quantity of various computerized programs are available. Content specific software is readily available.	Reading Counts has piqued student technology interest and therefore, has increased the use of the program.
SL 4	CSIP	Strength	All CSIP objectives are written to student improvement.	CSIP includes technology in the action steps for all areas.
SL 5	MAP, Clear Access, and Curriculum Guides	Weakness	Test scores need improvement in all subject areas.	Curriculum does not include technology based activities and assessments at the majority of learner objectives.

Analysis Of Current Raw Data

Section C and D				
Teacher Preparation and Delivery of Instruction				
#	Data Examined	Strength or Weakness	Results	Technology Implications for District
TP 1	Equipment Inventory, Student/Staff Survey, Census of Technology	Strength	A large quantity of equipment is available to students.	Student learning is enhanced by the accessibility of technology.
TP 2	Software Inventory, Student/Staff Survey	Strength	A quantity of various computerized programs are available. Content specific software is readily available.	Reading Counts has piqued teacher technology interest and therefore, has increased the use of the program and other technology tools.
TP 3	Curriculum Guide, CSIP	Strength	I-TV classrooms are offered for students to take and teachers to teach from.	With I-TV the school is able to offer more advanced courses. This will help raise ACT testing and provide college credit to high school students.
TP 4	MAP, Clear Access, and Curriculum Guides	Weakness	Test scores need improvement in all subject areas.	Curriculum does not include technology based activities and assessments at the majority of learner objectives.
TP 5	Equipment Inventory, Student/Staff Survey, Census of Technology Needs Assessment	Weakness	Technology tools such as computers are wide spread but not in a quantity that will allow whole class instruction.	A computer lab is needed to provide whole class computer assisted lessons.

Analysis Of Current Raw Data

Section C and D				
Administration/Data Management/Communication Processes				
#	Data Examined	Strength or Weakness	Results	Technology Implications for District
AD 1	Software Inventory, Administration Tools, Data Management	Strength	Lemberger software is in place for administrative uses.	All record keeping is managed by the same software to maintain continuity in reports needed for student, parent, staff and state purposes.
AD 2	PDC Needs Assessment, In Service Training Evaluation	Strength	As a result of this assessment, a need was identified and addressed	Technology training has been identified as a targeted area. To meet this need, training sessions have been arranged for this current school year.
AD 3	Census of Technology, Equipment Inventory	Strength	The computer network is accessible throughout the building that allows all computers to be connected to the Internet.	This allows the district to meet the National Technology Goal of every classroom will be connected to the information superhighway
AD 4	Technology Plan	Strength	Our K-12 district is housed in one building.	Teachers have access to the technology coordinator for support and maintenance when needed.
AD 5	Software Inventory PDC Needs Assessment, Data Management	Weakness	A computerized grade book program is installed however staff has not been trained on how to use it correctly.	Training needs to be done with staff so that the software can be used effectively to benefit staff recording, students, and parents.
AD 6	CIPA, Technology Plan	Weakness	Filtering measures are in place as required by the federal and state guidelines.	Getting Internet filtering to perform to meet the needs of the district and comply with federal regulations will need to be an ongoing process.

Analysis of Current Raw Data

Section C and D				
Resource Distribution and Use				
#	Data Examined	Strength or Weakness	Results	Technology Implications for District
RD 1	Equipment Inventory, Census of Technology, Student/Staff Survey	Strength	All classrooms have Internet access.	The district has met the National Technology Goal of all classrooms having Internet access.
RD 2	Equipment Inventory, Census of Technology, Student/Staff Survey	Strength	I-TV capabilities are being accessed at least 4 hours a day.	This allows technology to be used in various methods. Conferences and classes can be completed for students and staff.
RD 3	CSIP, Software Inventory, MSIP	Weakness	A need to expand the library software for more access has been identified.	The district will need to purchase additional licenses for the Spectrum Library services.
RD 4	CSIP, Equipment Inventory, Student/Staff Survey	Weakness	No available space for whole class instruction.	The district does not have access for whole class computer assisted lessons and will need to plan for this in the future.
RD 5	Equipment Inventory, Census of Technology	Weakness	Equipment has been identified as not meeting standards to meet expectations.	The district needs to upgrade several computer systems to maintain equipment that will meet the needs of students and staff.
RD 6	Student/Staff Survey, PDC Needs Assessment, Equipment Inventory	Weakness	Current Inventory is not fully implemented by entire staff.	Increase training and knowledge base will encourage better usage of existing resources.

Analysis of Current Raw Data

Section C and D				
Technical Support				
#	Data Examined	Strength or Weakness	Results	Technology Implications for District
TS 1	Technology Plan, Technology Maintenance Reports	Strength	A technology coordinator is available to students and staff.	A technology coordinator is employed so that maintenance, repairs, instruction and training can be done in house as much as possible.
TS 2	Technology Plan, Technology Maintenance Reports	Strength	An outside vendor is contacted when necessary.	A verbal agreement with an outside technology vendor has been maintained to complete repairs and purchases for the district.
TS 3	Technology Maintenance Reports	Weakness	The technology coordinator position is a part time position.	Due to the part time position, there are times when the technology coordinator is not available when needed.
TS 4	Technology Maintenance Reports	Weakness	The technology coordinator has training but there are situations beyond her knowledge.	While the technology coordinator has a degree in technology there are times when an outside vendor is needed to make repairs, maintain network issues, assist in planning and purchasing equipment.
TS 5	Equipment Inventory, Census of Technology Technology Maintenance Reports	Weakness	The specification of some equipment is not adequate to meet the required needs.	The district needs to continue to upgrade existing technology equipment to maintain an established level of uniformity throughout the building.

Establish Goals and Objectives

- 1. Student Learning**
- 2. Teacher Preparation and Delivery of Instruction**
- 3. Administration/Data Management/Communication Process**
- 4. Resource Distributions and Use**
- 5. Technical Support**

GOAL

The Otterville R-VI School District will utilize appropriate technology resources through administrative and instructive means to increase student achievement as preparation for responsible citizenship in today's global society.

Section E	OBJECTIVE FORM			Objectives	
Goal: Utilize appropriate technology resources through administrative and instructive means to increase student achievement as preparation for responsible citizenship in today’s global society.					
Objective Number	Objective	Progress Expected	Progress Measured	Weakness from Section D	Start/End Date
1.	Student achievement will be increased at all levels.	MAP scores – up by 3 index points ACT scores – up by 3 percentage points	MAP and ACT scores will be reviewed yearly	Student Learning #5	3/2002 – 6/2005
2.	The use of technology in the delivery of instruction will be increased.	The number of lessons/ courses involving technology in instruction will increase by 5%.	Technology use survey and PBTEs will be reviewed yearly	Teacher Preparation #4, 5	3/2002 – 6/2005
3.	The use of management resources will be increased to streamline administrative processes and aid in the identification of areas of need.	Management resources will be accessed by 80% of the staff.	Technology use survey will be reviewed yearly	Administration/ Data Management/ Communication Processes #5, 6	3/2002 – 6/2005
4.	Staff and student access and use of appropriate technology resources will be increased.	Inventory holdings will increase by 5%. Technology resource use will increase by 5%.	COT, Inventory, and Technology use survey will be reviewed yearly	Resource Distribution and Use #3, 4, 5, 6	3/2002 – 6/2005
5.	The success of the maintenance program will be increased to assure that appropriate technology is available to all.	Technology down time will fall within a 3-day range. Inventory holdings will increase by 5%.	Service Records, COT, and Inventory will be reviewed yearly	Technical Support #3, 4, 5	3/2002 – 6/2005

Develop and Implement Action Plan

- 1. Student Learning**
- 2. Teacher Preparation and Delivery of Instruction**
- 3. Administration/Data Management/Communication Process**
- 4. Resource Distributions and Use**
- 5. Technical Support**

Section F		ACTION STEPS			Objective #1
Goal: Utilize appropriate technology resources through administrative and instructive means as preparation for responsible Citizenship in today’s global society.					
Objective: Student achievement will be increased at all levels.					
TFA: Student Learning					
MSIP Standard/ Indicator	CSIP Objective/ Strategy	Action to be Taken	Person(s) Responsible	Time Frame	Budget/Funds
2.1 6.4*1*2*4 9.3	1.2.2 3.1.1	The district will maintain active membership in the ITV consortium to provide opportunities for increased student achievement.	Superintendent/ HS Principal/ Counselor	7/2002 – 6/2005	\$13,000/year Local ITV Funds
6.4*1*2 6.9*3*4 9.3	3.2.*1*4	ACT preparation opportunities will be enhanced by obtaining computerized software for student use.	Counselor	7/2002 – 6/2003	\$1,000 Local Guidance Funds
6.3*2*3*4 6.4*1*2*4 6.8*1*4 9.2	4.2.*5*6 4.5.1 5.2.*1*2*3	The Reading Counts curriculum will be enhanced through implementation of additional computer tests to correlate with the reading material available in the library and classrooms.	Librarian/ Classroom Teachers	7/2002 – 6/2005	\$1,000 Local Library Funds Title VI Funds
6.4*1*2*4 6.9*3*4 9.4*2*4	2.1*4	The establishment of a computer lab setting in the Industrial Technology classroom will increase vocational/articulation education opportunities for students.	Industrial Technology instructor/ Technology Coordinator	7/2002 – 6/2005	\$3,000 Local Technology Funds TAG Funds
6.4*1*2*4 6.9*3*4	2.2*1*3	On-line testing opportunities for students will be added to decrease student feedback time.	Counselor/ Technology Coordinator	7/2002 – 6/2005	\$800 Local Guidance Funds

Section F		ACTION STEPS			Objective #2
Goal: Utilize appropriate technology resources through administrative and instructive means as preparation for responsible citizenship in today’s global society.					
Objective: The use of technology in the delivery of instruction will be increased.					
TFA: Teacher preparation and delivery of instruction					
MSIP Standard/ Indicator	CSIP Objective/ Strategy	Action to be Taken	Person(s) Responsible	Time Frame	Budget/Funds
6.3*2*5*6 6.4*1-*4 6.8*1*4	4.2-4.5 5.2*1 5.2*3	PC to TV converters will be added to all classrooms to allow for technology-enhanced instructional methods.	Principals/ Technology Coordinator	7/2002 – 6/2005	\$3,000 Local Funds TAG Funds
6.3*2*5*6 6.4*1-*4 6.7*1*3*6	4.2-4.5 5.2*1 5.2*3	Inservice on use of the ITV equipment will be conducted for all instructors to increase use of facility for instructional strategies.	Principals/ PDC/ Technology Coordinator	7/2002 – 6/2005	\$200 PDC Funds
6.3*2*5*6 6.4*1-*4 6.7*1*3*6	4.2-4.5 5.2*1 5.2*3	Inservice on LAN system will be conducted for all instructors to increase network use for instruction.	PDC/ Technology Coordinator	7/2002 – 6/2005	\$100 PDC Funds
6.4*-*4 6.7*1*3*6 6.9*3*4 9.4*2*4	2.1*4 4.3*3	The establishment of a computer lab setting in the Industrial Technology classroom will increase use of technology for delivery of instruction.	Industrial Technology instructor/ Technology Coordinator	7/2002 – 6/2005	\$3,000 Local Technology Funds TAG Funds
6.3*2*5*6 6.4*1-*4 6.7*1*3*6	4.2-4.5 5.2*1 5.2*3	Inservice on use of available computer hardware and software will enhance classroom delivery of instruction.	PDC/ Technology Coordinator	7/2002 – 6/2005	\$200 PDC Funds

Section F		ACTION STEPS			Objective #3
Goal: Utilize appropriate technology resources through administrative and instructive means as preparation for responsible citizenship in today’s global society.					
Objective: The use of management resources will be increased to streamline administrative processes and aid in the identification of areas of need.					
TFA: Administration/data management/communication processes					
MSIP Standard/ Indicator	CSIP Objective/ Strategy	Action to be Taken	Person(s) Responsible	Time Frame	Budget/Funds
6.1*1 6.4*1*2*4 6.8*1*4	4.2*5 4.3*3 5.2*1	The library’s Spectrum computerized software system will be upgraded to a five-user license to make library resource information available in additional locations.	Librarian/ Technology Coordinator	7/2002 – 6/2005	\$2,000 Local Library Funds TAG Funds
6.1*2 6.3*4*6 6.7*4	4.3*5	The Lemberger Gradebook program will be purchased and installed on the network for generation of administrative reports.	Principals/ Technology Coordinator	4/2002 – 6/2005	\$1,800 (plus yearly user fees) Local Administrative Funds
6.1*1-*4	4.1*4 4.2*3	Curriculum will be input on the Electronic Alignment Tool to increase data management opportunities.	Principals/ Curriculum Committees	7/2002 – 6/2005	\$300 Local Administrative Funds
6.1*1 6.4*1*2 6.2*5 6.3*2-*6	4.1-4.5 5.2*3	MAP data will be disseminated to faculty through the use of the Clear Access Program to identify areas of instructional need.	Principals/ Counselor/ MAP Senior Leaders	7/2002 – 6/2005	\$100 Local Administrative Funds
6.3*5 6.4*1*2*4	4.2*6 4.5*1	The district will continue to contract with MOREnet for internet services.	Superintendent/ Tech. Coord.	7/2002 – 6/2005	\$900/year Local Instructional Funds

6.3*2-*6 6.4*1-*4 9.2	4.2*6 4.3*5 5.2*1	Teachers will be trained on the Reading Counts program's data management capabilities to increase instructional/ administrative use.	Principals/ PDC/ Technology Coordinator	7/2002 – 6/2005	\$200 PDC Funds
6.2*1 6.4*1-*4 6.7*1*3*4	4.2*6 4.3*3	Inservice on LAN system will be conducted for all applicable staff to increase network use for administrative and data management purposes.	PDC/ Technology Coordinator	7/2002 – 6/2005	\$100 PDC Funds

Section F		ACTION STEPS			Objective #4
Goal: Utilize appropriate technology resources through administrative and instructive means as preparation for responsible citizenship in today’s global society.					
Objective: Staff and student access to appropriate technology resources will be increased.					
TFA: Resource distribution and use					
MSIP Standard/ Indicator	CSIP Objective/ Strategy	Action to be Taken	Person(s) Responsible	Time Frame	Budget/Funds
6.4*1*2*4 6.8*1*4	4.2*5*6	The district will purchase licenses of owned software to maintain the proper number for copyright purposes and allow for maximum access.	Librarian/ Technology Coordinator	7/2002 – 6/2005	\$4,000 TAG Funds Local Library Funds Local Administrative Funds
6.4*1*2*4 6.3*5	4.2*6 4.3*3	The district will continue to contract with MOREnet for internet services.	Superintendent/ Tech. Coord.	7/2002 – 6/2005	\$900/year Local Instructional Funds
6.1*1 6.4*1*2*4 9.4*2*4	4.2*6 4.3*3 4.4*2	The establishment of a computer lab setting in the Industrial Technology classroom will increase student access to appropriate technology for instruction.	Industrial Technology instructor/ Technology Coordinator	7/2002 – 6/2005	\$3,000 Local Technology Funds TAG Funds
6.2*1 6.4*1*2*4 6.8*1*4	4.2*5*6 4.3*3 4.4*2	PC to TV converters will be added to all classrooms to allow for simultaneous access to technology-enhanced instruction for all students in each classroom.	Principals/ Technology Coordinator	7/2002 – 6/2005	\$3,000 Local Funds TAG Funds
6.4*1*2*4 6.7*1*3*4 6.8*1*4	4.2*5*6 4.3*3 4.4*2	Inservice on application of available technology will be conducted to increase staff confidence and use.	PDC/ Technology Coordinator	7/2002 – 6/2005	\$200 PDC Funds
6.3*2-*5	4.2*5*6	The Reading Counts curriculum will be	Librarian/	7/2002 –	\$1,000

6.4*1*2*4 6.8*1*4 9.2	4.5*1 5.2*1*2*3	enhanced through the addition of additional computer tests to correlate with the reading material available in the library and classrooms.	Classroom Teachers	6/2005	Local Library Funds Title VI Funds
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Section F		ACTION STEPS			Objective #5
Goal: Utilize appropriate technology resources through administrative and instructive means as preparation for responsible citizenship in today’s global society.					
Objective: The success of the maintenance program will be increased to help assure that appropriate technology is available to staff and students.					
TFA: Technical support					
MSIP Standard/ Indicator	CSIP Objective/ Strategy	Action to be Taken	Person(s) Responsible	Time Frame	Budget/Funds
6.4*1-*4 6.7*1-*6	4.2*6 4.3*3 4.4*2	The district will provide inservice/ training for the technology coordinator(s).	PDC/ Technology Coordinator	7/2002 – 6/2005	\$1,250 TAG Funds PDC Funds
6.4*1*4	4.2*5*6 4.3-4.4	Additional repair materials and supplies will be purchased.	Technology Coordinator	7/2002 – 6/2005	\$500 TAG & Local Funds
6.1*1 6.4*1*4	4.2*6 4.3*3 4.4*2	Service procedures will be revamped in an attempt to provide repairs within a three-day time limit.	Technology Coordinator	7/2002 – 6/2005	\$100 Local Technology Funds
6.1*1 6.4*1*4	4.2*6 4.3*3 4.4*2	Technology coordinator FTE will be increased to meet the maintenance needs of the district.	Superintendent/ Technology Coordinator	7/2004 – 6/2005	\$13,000 Local Technology Funds
6.1*1 6.4*1-*4 6.7*1*3	4.2*6 4.3*3 4.4*2	Inservice for staff on use of available technology will be conducted to decrease service needs.	PDC/ Technology Coordinator	7/2002 – 6/2005	\$200 PDC Funds
6.1*1 6.4*1*2*4 6.8*1*4	4.2*6 4.3*3 4.4*2	District will purchase SonicWall for security and content filtering purposes.	Technology Coordinator	3/2002 – 5/2002	\$3,385 Local Technology Funds

**Disseminate,
Monitor,
and Evaluate the
District Technology
Plan**

Disseminate, Monitor, and Evaluate

Disseminating, monitoring and evaluating the technology plan will be a continuous process for the Otterville School District. Progress reports will be created on an annual basis to the district by way of the school newsletter, which is mailed to the patrons of the district. Progress is also reported in faculty meetings to continue to meet CSIP standards. These reports will inform the district of purchases, changes in policies, and other pertinent information relating to technology. Teachers are given copies of the technology plan at the beginning of each school year. A copy is kept in the Superintendent's Office for any person interested in reading it.

The School Board evaluates the technology program every December. At this time, the plan is updated and approved by the board. The technology mission statement is used to determine the effectiveness of the program and also the detailed criteria of the technology plan. If any changes are required, it will be adopted at this time. The board will assess the plan according to the state requirements. Goals and objectives will be examined to see if progress toward meeting the stated objectives is being met. Individual goals and objectives are evaluated by the action plan. Adjustments that need to be made to correct or improve the technology plan will be completed as they arise.